

State Of New Mexico
EARLY CHILDHOOD EDUCATION AND CARE
DEPARTMENT

Family Support and Early Intervention Division
Home Visiting Program



REQUEST FOR APPLICATION

Notice of Funding Opportunity for Home Visiting Services

Submit all applications ELECTRONICALLY via Submittable:
[Home Visiting Application for FY26](#)

Issuance Date: 4/10/2025
Application Due on 5/9/2025 at 3 p.m.

This Notice of Funding Opportunity is to announce that the New Mexico Early Childhood Education and Care Department (ECECD) is soliciting applications from providers wishing to provide home visiting services in the state of New Mexico for fiscal year beginning July 1, 2025, through June 30, 2026 (Fiscal Year 2026). Any Provider Agreements (PA) awarded via this process are subject to available funding, contractor performance, and ECECD program priorities.

Pursuant to the [Home Visiting Accountability Act](#), NMSA 1978 §32A-23B-1 to -3, home visiting is a program strategy that delivers a variety of informational, educational, developmental, referral, and other support services for eligible families who are expecting or who have young children and that is designed to promote child well-being and prevent adverse childhood experiences.

Home visiting programs provide services to promote parental competence and successful early childhood development by optimizing the relationships between parents and children in their home environment.

Home visiting services are delivered in the real world of participating families. This focus offers the potential for a better assessment and understanding of a family's day-to-day realities. This understanding is critical for home visitors to build relationships, establish goals, and support wellness across multiple domains (e.g., physical health, developmental competence, social and emotional well-being) for infants, young children, and their primary caregivers and families.

Recognizing the rich diversity of New Mexico's communities, ECECD allows communities to establish home visiting programs that are responsive to their community's unique cultural and linguistic heritage while consistently adhering to the [New Mexico Home Visiting Program Standards](#).

Eligible applicants for the FY26 NM Home Visiting funding opportunity include any Home Visiting provider who provides services or anticipates providing services using any of the following home visiting models:

- Parents as Teachers
- Nurse Family Partnership
- Healthy Families America
- Child FIRST
- First Born & More

All eligible applicants must be in good standing with their current contract (if applicable) and/or model office. Providers must disclose as part of the application if they are currently on a Corrective Action Plan.

Awarded Applicants must comply with the Terms and Conditions as detailed in this

Application. All awarded applicants shall comply with terms outlined in the Scope of Work of their executed contract. Additionally, awarded applicants shall comply with the Home Visiting Accountability Act, NMSA 1978 §32A-23B-1 to -3. Awarded applicants shall ensure that all Home Visiting Services requirements are met as outlined in the New Mexico Home Visiting Program Standards.

APPLICATION SEQUENCE OF EVENTS

ECECD will make every effort to adhere to the following schedule. Any Provider Agreement(s) resulting from this application will be finalized with the most advantageous Applicant(s) as per the schedule below or as soon thereafter as possible.

These dates are subject to extension at the discretion of the department. Dates indicated in Application Evaluation, Notice of Awards, and Finalize Agreements are estimates only and may be subject to change without necessitating an amendment to the application.

Action	Responsible Party	Due Date
Issuance of Application	ECECD	Thursday, April 10, 2025
Application Office Hours	ECECD	Monday, April 14, 2025, 1 p.m. MST/MDT
Deadline for questions	Applicant	Friday, April 18, 2025
Post written responses to questions	ECECD	Wednesday, April 22, 2025
Submission of Application	Applicant	Friday, May 9, 2025, 3 p.m. MST/MDT
Application Evaluation	ECECD	Monday, May 12, 2025 – Friday, May 30, 2025
Notice of Awards	ECECD	Monday, June 9, 2025
Deadline to Submit a Request for Review of Application Denial	Applicant	June 13, 2025
Finalize Agreements for July 1, 2025	ECECD	June 16-20, 2025

QUESTIONS & ANSWERS

Questions about this funding opportunity and application shall be submitted via email to the ECECD Home Visiting Team email, at: ececd.homevisiting@ececd.nm.gov no later than the date indicated in the Sequence of Events.

Written responses to written questions will be posted on the ECECD website at <https://www.nmececd.org/> for the benefit of all applicants on the date as indicated in the sequence

of events. Only questions submitted in writing will be considered official.

APPLICATION OFFICE HOURS

Application Office Hours will be held via Zoom at 1 p.m. MST/MDT on Monday, April 7, 2025, per the Sequence of Events. Attendance at the Application Office Hours is voluntary. **Questions may be asked at the Application Office Hours. Any eligible applicants that wish to attend the Application Office Hours may do so at the following link:**

[Home Visiting Application Office Hours Link](#)

APPLICATION SUBMISSION AND DUE DATE

Applicants must submit a complete application for this opportunity **no later than 3 p.m. MDST/MST on the date as indicated in the sequence of events. Late or incomplete submissions will not be accepted.**

Only electronic submissions of applications will be accepted via Submittable.

Applications must be submitted using this website:

[Home Visiting Application for FY26](#)

APPLICATION FORMAT AND RESPONSE

For convenience, a Home Visiting Application is posted on the Submittable Website.

Applications that do not adhere to the requirements and response format within Submittable may be rejected.

- Applicants shall submit only one (1) application per model implementation.
- Attachments **must** have the signature of the person authorized to obligate the program.
- Applications must be typewritten in the Response Sections provided within the Submittable electronic application.
- Any attachment included must be in a readable 12-point font and single spaced.

Application response questions are outlined below. Points will be awarded based on the thoroughness and clarity of each response. Each Applicant must provide a narrative response using the response sections within the application. Awards will be considered based on community need and applicant scores.

APPLICATION SPECIFICATIONS

SECTION 1: ORGANIZATION AND CONTACT INFORMATION

Background and Experience: Total Point Value: 5 pts

1. Organization Name
2. Provide primary contact name, title, and email address
3. OPTIONAL – Add additional collaborators
4. Signature acknowledgement
5. Physical address
6. Mailing address
7. Type of organization
8. Unique Entity Identifier
9. Funding sources

SECTION 2: STAFF AND PROGRAM STRUCTURE

Total Point Value: 10 pts

1. Provide the name, email, and phone number for the Director or Administrator responsible for oversight of the organization
2. Upload the Director/Administrator's resume
3. Upload the organization chart that shows the structure of the organization, including the chain of supervision
4. Home Visiting Model selection

SECTION 3: PROGRAM GOALS AND OBJECTIVES

Total Point Value: 75 pts

1. New, current, or previously contracted provider status
2. Amount of requested funding
3. Breakdown of line-item budget
4. Funding sources
5. Recruitment and engagement plan for families
6. Plan to meet fidelity of model expectations on visit quality and length.
7. Addition locations/remote offices

SECTION 4: CURRENT SLOTS AND PROPOSED ENROLLMENT

Select proposed counties and provide requested slots with caseloads

APPLICATION SCORING

Application Scoring Rubric	POINT
Organization and Contact Information Provides Contact information and a clear and thorough introduction to the organization	5
Staff and Program Structure The Director/Administrator Resume demonstrates significant experience and capability. The organizational Chart indicates an appropriate and well-staffed structure to implement the program	10
Program Goals and Objectives Provides a clear and thorough introduction of the project narrative and line-item budget and has answered all questions in the section with a clear understanding.	75
Total Points Available	100

Appendix B - CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section [13-1-181](#) NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section [13-1-182](#) NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR APPLICATIONS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official, or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections [13-1-28](#) through [13-1-199](#) NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s): Michelle Lujan Grisham and Howie Morales

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

(Attach extra pages if necessary)

Signature

Date

Title or Position

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title or Position